



## **KEEP IN TOUCH (KIT) Program** **For Personnel Accepting Overseas Positions**

### **1) Purpose:**

- a) This document provides the process for enabling personnel accepting Forward Deployed Naval Forces (FDFN) positions to maintain a relationship with their home command and for their home commands to be aware of the employee's professional development while that employee is serving overseas. **This process will facilitate a successful return of these employees and optimize utilization of skills and competencies obtained during their overseas tour.**

### **2) Background:**

- a) Overseas civilian assignments are vital to the Navy's overall mission of forward deployed support. Department of Navy (DoN) Directives related to increased presence, homeporting of additional ships overseas, and the mandated rotation of civilian personnel has resulted in an increased awareness of the need to support FDFN maintenance and of the resulting benefits to CONUS commands. The KIT Program has been established to ensure the employee and their home activities have the tools and information needed to prepare the employee for their eventual return and reintegration.
- b) The KIT process is designed to maintain communication between the employee who has accepted an overseas position and their home command. It is a tool that engages the home command, the overseas command, and the employee in developing specific competencies while serving with the FDFN overseas.
- c) The KIT process creates a structured communication environment to allow the home activity to **understand experience gained** by the employee's FDFN assignment. It enables the employee to "keep in touch" with the home yard during the overseas assignment and creates a record to aid in placement upon the employee's return.

### **3) Roles and responsibilities:**

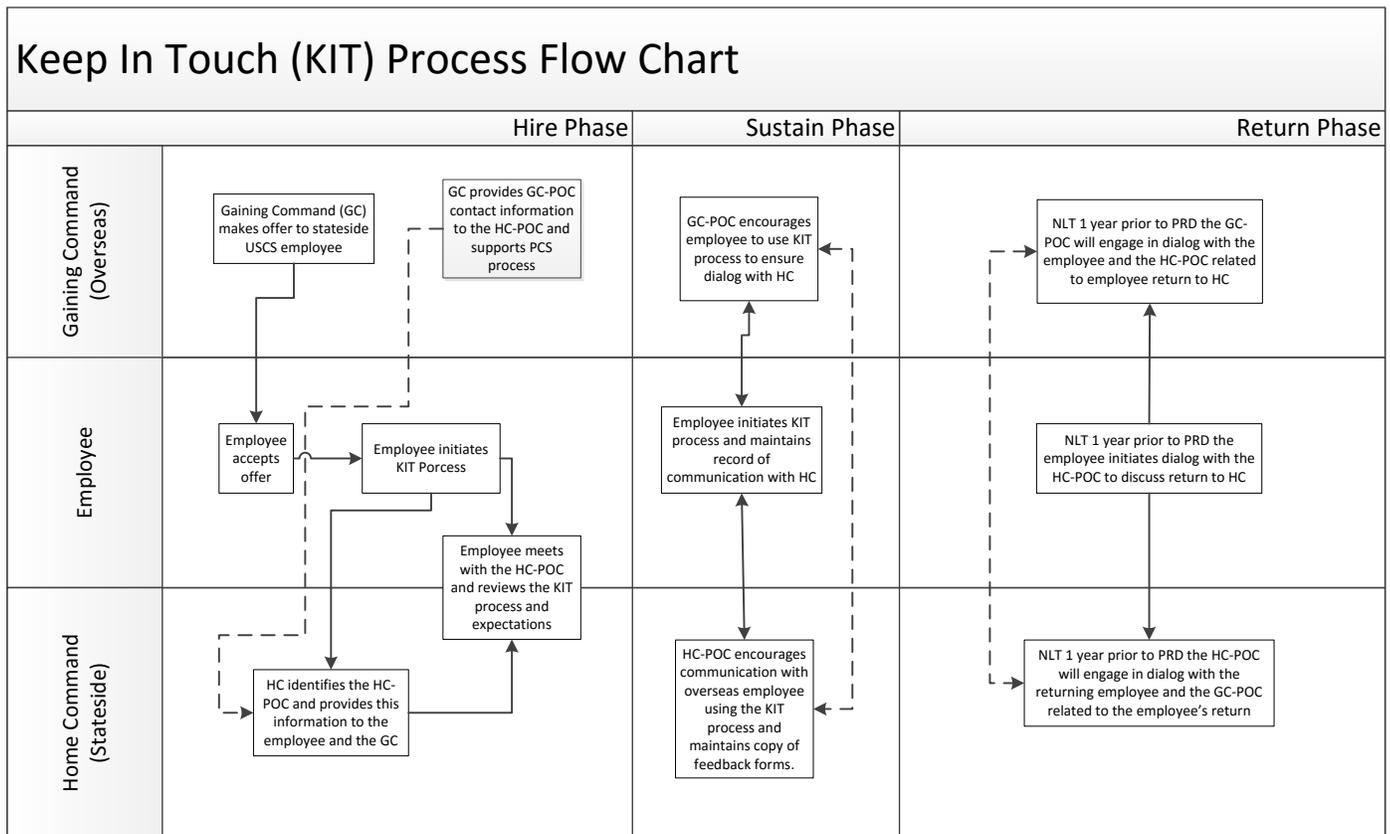
- a) **Employee Responsibility:** Prior to departure, the employee should obtain a copy of the KIT process (<http://www.navsea.navy.mil/Home/RMC/SRFJPMC/JapanTours/YourReturn/>) and engage with their immediate or second level supervisor to initiate the KIT process and establish regular communication with a point of contact (POC) in their home command. Meet with home command POC prior to departure. Submit progress reports (forms) to that POC every six months while overseas, and respond to any feedback from the POC. Telephonic discussions are encouraged. It is suggested that the employee maintain a record of the progress forms to aid in documenting experience during the tour. Note: If the home command POC moves to a new position while the employee is overseas, then it is highly desirable that a new POC will be assigned.)
- b) **FDFN Command Administrative Office:**

- i) Provide the employee with their FDNF supervisor information.
  - ii) Brief the FDNF supervisor on roles and responsibilities related to KIT, to include scheduled phone-conversations with the home command POC.
  - iii) Send semi-annual reminders to employee and FDNF supervisor for employee to perform semi-annual progress report form.
  - iv) At one (1) year from PRD, send reminder to employee and supervisor to start return discussions with POC and employee.
  - v) Have the employee's FDNF supervisor contact the home command POC at one (1) year from the planned rotation date (PRD) to ensure acknowledgment of the returning employee and discuss performance and experience during the tour.
  - vi) Maintain a list of all employees serving in the FDNF and their enrollment/engagement in KIT.
- c) Home Activity Point of Contact (POC):
- i) Perform actions as described in the process section (Paragraph 4).
- d) FDNF Supervisor:
- i) Perform actions as described in the process section (Paragraph 4).

**4) Process:**

- a) Employee accepts overseas assignment and initiates KIT process.
- b) The employee's home command department shall assign a POC for the employee and provide the POC information to the employee and the home administrative office. This POC may be the employee's current supervisor, branch head, division head or department head as desired.
- c) The FDNF Administrative Office will identify the employee's FDNF supervisor and provide that information to the employee and the home activity administration office. They will also request the name of the home activity POC.
- d) The employee should meet with the home command POC and discuss the KIT process. This meeting will establish plans and process for submission of the KIT Progress Form (page 4) or similar documentation. The employee should ensure this meeting is held prior to departure.
- e) Upon check-in, the FDNF Administrative Office will verify that the employee is participating in KIT program and will send a reminder to the employee and the employee's FDNF supervisor to remind them to submit the progress reports as noted below.
- f) The employee submits a KIT Progress Form (page 4 or a similar document) to their home activity POC with a copy to current supervisor every six months. The FDNF supervisor should remind the employee to utilize the KIT process and submit progress reports to their home command POC.
- g) It is suggested that the home command POC provide feedback either in writing or via a phone call. Telephonic discussions are encouraged. If a progress report is not received it is recommended that the POC contact the employee to request an update.

- h) It is recommended that the home command POC forward the progress form and feedback to their Division Head and Department Head for their information. It is also suggested that a record of the progress forms be maintained for use in determining placement of employee upon return.
- i) Not less than one (1) year before Projected Rotation Date (PRD) the employee shall confirm his or her PRD and discuss with their FDNF supervisor. The FDNF activity Administrative Office will ask the supervisor to contact the home command POC with the PRD and encourage that return discussions be started with the employee. Suggested return discussions may include topics such as; potentially available positions, requirements of home command, and stateside allowances for the return PCS. Employee should engage the home command POC and provide an up-to-date resume to facilitate the return discussions.
- j) Home command-POC start return discussions with Division Head or Department head concerning the returning employee. Work with the home command and the local HRO to determine return opportunities that best benefit the return command and the employee. This discussion should include the information provided by the KIT progress reports from the employee and the employee's current resume.



# Keep In Touch (KIT) Progress Form

Employee Name:

Date:

Position/Code:

Supervisor:

Home Activity POC Name/Code:

Projected Rotation Date:

Work Performed/Skills Obtained/Accomplishments:

Professional Development Goals:

1)

2)

3)

Progress on Goals:

1)

2)

3)

Latest News from Home Command (Shipyards/Code Supervisor Change, Schedules, Priorities, Processes, etc.)

Additional Feedback:

Feedback Via

Phone Date: \_\_\_\_\_

Email

POC initials: \_\_\_\_\_

Employee Signature:

Date: